

Minutes of a regular meeting of the Municipality of Middlesex Centre Corporate Services Committee held this date at the Municipal Office, Coldstream at 9:00 a.m.

PRESENT

Committee Members:

Al Edmondson, Albert Bannister, Clare Bloomfield, Frank Berze

Staff Members:

Greg Watterton	Acting Chief Administrative Officer/Director of Finance & Community Services
Wayne Shipley	Acting Fire Chief
Mike Barnier	Corporate Support Specialist
Shannon Leitch	Corporate Services Assistant – Fire & Emergency Services
Claudia Thar	Acting Corporate Services Assistant – Administration

1. **CALL TO ORDER**

Chair Bannister called the meeting to order at 9:00 a.m.

2. **ADDITIONS TO AGENDA**

Chair Bannister suggested recognition of Middlesex Centre Olympic athletes be discussed. Al Edmondson indicated that some arrangements had already been undertaken. It was agreed this would be discussed at a later date.

3. **DISCLOSURE OF PECUNIARY INTEREST**

None were disclosed by any of the members.

4. **MINUTES**

The Committee reviewed the January 25, 2010 minutes of the Corporate Services Committee.

Resolution # CSC/2010/016

Moved by Clare Bloomfield

Seconded by Frank Berze

THAT the minutes of the Corporate Services Committee meeting dated January 25, 2010 be approved.

- Carried -

5. **FIRE AND EMERGENCY SERVICES**

5.1 **Report No. PS-F-2010-003 – Fire Department Remuneration Structure**

Corporate Services Assistant – Fire & Emergency Services Shannon Leitch stated the revised policy being presented does not contain any major changes. Shannon Leitch confirmed the basic point structure would remain the same with the proposed policy revisions being undertaken to provide clarity and ensure consistent interpretation by the District Chiefs. Acting Fire Chief, Wayne Shipley noted that remuneration for some events would still require the prior approval of the Fire Chief. Shannon Leitch pointed out the proposed implementation of annual evaluations by the Fire Chief for Officers receiving base remuneration. Acting Fire Chief Wayne Shipley stated he did not anticipate this policy revision would result in any significant change in Fire Department remuneration costs.

Resolution # CSC/2010/017

Moved by Frank Berze

Seconded by Clare Bloomfield

THAT the Corporate Services Committee receive Report #PS-F-2010-003 dated February 4, 2010 and entitled "Fire Department Remuneration Structure"; and

FURTHER THAT the Corporate Services Committee recommend to Municipal Council the approval of Fire Department Remuneration structure as presented with an effective date of December 1, 2009.

- Carried -

5.2 Report No. PS-F-2010-004 – Emergency Response to 25768 Nairn Road – November 21, 2009

Members reviewed the report prepared by the Corporate Services Assistant, Fire & Emergency Services. In response to Chair Bannister's inquiry, Shannon Leitch confirmed the amount billed for the call.

Resolution # CSC/2010/018

Moved by Clare Bloomfield

Seconded by Al Edmondson

THAT the Corporate Services Committee recommend to Municipal Council that charges incurred on Invoice Number 09-423 for the Fire Department response to 25768 Nairn Road on November 21, 2009 remain as billed to the property owner.

- Carried -

5.3 Report No. PS-F-2010-005 – Coldstream Firefighters Charity Calendar

Shannon Leitch confirmed the proposed fundraising calendar would be family-oriented and would likely feature photographs of various Fire Department apparatus and possibly some field training exercises. Committee agreed to support the recommendation based on Council review and approval of the draft calendar prior to printing and distribution.

Resolution # CSC/2010/019

Moved by Frank Berze

Seconded by Clare Bloomfield

THAT Corporate Services Committee recommend to Municipal Council that the Fire Department proceed with preparing a draft Coldstream Firefighters Charity Calendar for Council review and approval prior to the calendar being printed and distributed.

- Carried -

5.4 Report No. PS-F-2010-005 – Proposed Fire Department Standard Operational Guideline (S.O.G.) PS-F: 4.13 – Use of Fire Department Vehicles – Outside of Emergency Responses

Shannon Leitch stated the proposed new Standard Operational Guideline (S.O.G.) is being introduced to ensure that Fire Department vehicles are consistently used for only approved purposes outside of emergency responses. It was noted, the Fire Chief would have discretion to approve additional uses outside of the S.O.G. Acting Fire Chief Wayne Shipley stated it was his intention to exercise such discretion only in very rare and exceptional circumstances.

Resolution # CSC/2010/020

Moved by Frank Berze

Seconded by Clare Bloomfield

THAT Report No. PS-F-2010-005 dated February 4, 2010 and entitled "Proposed Fire Department Standard Operational Guideline (S.O.G.) PS-F: 4.13 – Use of Fire Department Vehicles – Outside of Emergency Responses" be received and,

FURTHER THAT Corporate Services Committee recommend to Municipal Council that Fire Department Standard Operational Guideline PS-F: 4.13 entitled "Use of Fire Department Vehicles – Outside of Emergency Responses", be approved.

- Carried -

5.5 Report No. PS-F-2010-007 – Proposed Deletion of Municipality of Middlesex Centre Policy PS 4.01 – Heavy Rescue Response

Shannon Leitch stated that policy PS 4.10 entitled "Heavy Rescue Response" is out of date and duplicates information currently addressed within the Department's Standard Operational Guideline (S.O.G.) PS-F-9.08 entitled "Heavy Hydraulics." The staff recommendation is therefore to delete the outdated Heavy Rescue Response policy.

Resolution # CSC/2010/021

Moved by Clare Bloomfield

Seconded by Al Edmondson

THAT the Corporate Services Committee receive Report #PS-F-2010-007 dated February 4, 2010 and entitled "Proposed Deletion of Municipality of Middlesex Centre Policy PS 4.01 – Heavy Rescue Response"; and

FURTHER THAT the Corporate Services Committee recommend to Municipal Council that Fire Department Policy No. PS-4.01 "Heavy Rescue Response" be deleted.

- Carried -

5.6 There were no further reports or inquiries.

6. **FINANCE AND COMMUNITY SERVICES**

6.1 Report No. PRD10-03 – Reimbursement of Park Pavilion Rental Fee

Acting Chief Administrative Officer/Director of Finance & Community Services, Greg Watterton advised Committee the recommendation in the Staff Report PRD10-03 is consistent with the handling of similar requests from other charity events.

Resolution # CSC/2010/022

Moved by Frank Berze

Seconded by Clare Bloomfield

THAT Report PRD10-03 entitled "Reimbursement of Park Pavilion Rental Fee" dated February 9, 2010 be received; and

THAT Corporate Services Committee recommend to Municipal Council that the request of the Ontario Provincial Police/Dave Mounsey Memorial Fund to waive the Poplar Hill Park Pavilion rental fee for an event to be held on Sunday, June 6, 2010, be denied.

- Carried -

6.2 Inquiries

There were no further reports or inquiries.

7. **CORPORATE SUPPORT SPECIALIST/ECONOMIC DEVELOPMENT**

7.1 Corporate Support Specialist, Mike Barnier stated the Community Futures Development Corporation is seeking a nominee from Middlesex Centre for its Board of Directors. Duties of the position include participation on the Loan Review Committee and the time commitment for the position is approximately two to five hours per month.

8. **ADMINISTRATION**

8.1 Report No. CDS005-AC – Snowmobiles on Municipal Property

Staff Report CDS005-AC of the Acting Clerk cautioned against considering a prohibiting by-law since there is a snowmobile trail network that runs through the municipality. Frank Berze inquired if a formal trail existed in the Delaware area. Albert Bannister indicated the Strathroy Sno Blizzards Club trail would likely provide the closest point of access in the Delaware area.

Resolution # CSC/2010/023
Moved by Clare Bloomfield
Seconded by Al Edmondson

THAT Report No. CDS005-AC dated January 29, 2010 and entitled "Snowmobiles on Municipal Property" be received.

- Carried -

8.2 Inquiries

There were no further reports or inquiries.

9 **HUMAN RESOURCES**

9.1 Inquiries

There were no reports or inquires.

10. **CONTRACT SERVICES**

10.1 In response to an inquiry from Clare Bloomfield, Al Edmondson provided a status update on the Middlesex Centre Regional Medical Clinic. Al Edmondson stated temporary signing authorities have been established until a Board of Directors is in place and the municipal solicitor is preparing a lease agreement. Members discussed the timing of the final stages of clinic preparation and moving of tenant groups into the facility. Members also discussed the need for an oversight board. Greg Watterton stated the municipality is providing interim financial management until a Board of Directors is in place. Mr. Watterton added that a Request for Proposals has been sent to six area firms for provision of janitorial services at the facility. Al Edmondson indicated a further update will be provided to Council once the lease agreement is complete.

11. **INFORMATION ITEMS**

Members reviewed and discussed the Information Items.

Item	Item Index
1	Ausable Bayfield Conservation Authority – Conservationist of the Year Award Nominations
2	Community Policing Committee / Lobo – Meeting Minutes November 19, 2009
3	Enviro-Friends of Coldstream - Benefit Gala April 10, 2010 and Enviro-Friends NEWS – Winter 2009-10
4	Kettle Creek Conservation Authority – Long Point Region Conservation Authority Cooperative Efficiency Study
5	OMAFRA Connects – January 29, 2010
6	St. Clair Region Conservation Authority Annual General Meeting 2010 – February 18, 2010
7	Upper Thames River Conservation Authority Draft 2010 Capital Building Levy
8	Upper Thames River Conservation Authority Board of Directors' Meeting – January 26, 2010

12. **ADJOURNMENT**

On a motion duly carried this meeting of the Corporate Services Committee was adjourned at 10:00 a.m. to meet again at 9:00 a.m. on Monday, March 22, 2010.

CHAIR

RECORDING SECRETARY